

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
105 South 15th Street
Omaha, Nebraska 68102

OM 415-1-4

CENWO-CD

Memorandum
No. 415-1-4

1 September 2003

Construction
CONTRACT ADMINISTRATION

History. This current manual version supercedes the previous edition of OM 415-1-4 dated 1 October 2003, including change 1, Appendix A, dated 1 February 2000. Previous superceded editions include DM415-1-4, dated 1 June 1987; Contract Administration Manual – 1980 Edition; and Contract Administration Manual – 1975 Edition (including change nos. 1,2,&3).

1. Purpose. This memorandum serves as a quality guide, providing example documents and establishing recommended procedures to be used by field offices in the administration of construction contracts. It covers functional areas that execute construction contract modifications, construction contract finances and contractor progress payments, construction contract claims, and construction contract closeout.

2. Applicability. This memorandum applies to the District Construction Division and the area, resident and project offices in the day-to-day administration of firm fixed price (FFP) construction contracts. It also applies to Operations Division field offices administering FFP construction contracts.

3. References. This memorandum uses the FAR, FAR supplements, engineering and construction bulletins and other interpretations as the basis for its contents. The examples used throughout the memorandum are taken from the files of executed construction contracts within the Omaha District. In addition to FAR and FAR supplements, some specific references used in this operating manual include:

a. Resident Management System (RMS) Users Manual and Training Guide, RMS Support Center, undated.

b. Construction Management Manual, U.S. Army Corps of Engineers, Omaha District, 7 April 2003.

c. OM 415-1-6, Design Error Modification and Architect-Engineer Responsibility (RCS: CEEC-E-10), 23 March 2001.

d. Army Regulation 25-400-2, The Army Records Management System (ARIMS).

This memorandum supersedes DM 415-1-4, dated 1 October 1996.

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e. OM 715-1-3, Small Business and Small Disadvantaged Business Subcontracting Program, 30 November 2001.

4. Policy and Objectives. It is the standard policy to administer all construction contracts with established procedures using the applicable laws, acts and regulations as a basis for such procedures. The objective of this memorandum is to explain and demonstrate through examples how field offices can conform to such policy.

FOR THE COMMANDER:

/signed/

6 APPENDICES
(See Table of Contents)

TODD E. SKOOG
LTC, EN
Deputy Commander